

## **Sample Accommodation Policies and Procedures**

### **1. Are there specific policies and procedures employers must follow when trying to accommodate an employee with a disability?**

There are no specific policies or procedures that employers must follow when trying to accommodate an employee with a disability. However, employers may want to develop formal policies and procedures for several reasons. First, if supervisors, managers, and HR professionals have formal policies and procedures to refer to, they are more likely to handle accommodation requests properly and consistently. Second, a formal policy that is shared with employees helps employees know what to expect if they request an accommodation and also helps them understand that other employees might be requesting and receiving accommodations. Finally, formal procedures help employers document their efforts to comply with the ADA.

### **2. Where can employers get sample accommodation policies and procedures? JAN and the EEOC have sample accommodation policies and procedures on their websites:**

- Sample policies at <http://www.jan.wvu.edu/linksladapolicies.html>
- Five Practical Tips for Providing and Maintaining Effective Job Accommodations at <http://www.jan>
- Establishing Procedures to Facilitate the Provision of Reasonable Accommodation at [http://www.eeoc.gov/policy/docs/accommodation\\_procedures.html](http://www.eeoc.gov/policy/docs/accommodation_procedures.html)
- EEOC's Internal Accommodation Procedures at [http://www.eeoc.gov/policy/docs/accommodation\\_procedures\\_eeoc.html](http://www.eeoc.gov/policy/docs/accommodation_procedures_eeoc.html)
- EEOC Practical Advice for Drafting and Implementing Reasonable Accommodation Procedures under Executive Order 13164 at [http://www.eeoc.gov/federal/implementing\\_accommodation.html](http://www.eeoc.gov/federal/implementing_accommodation.html)